



## **Policies & Procedures**

### **1. METHOD FOR ADMISSION OF MEMBERS**

Members are recruited via the web (through the RHN website, the RHN Yahoo Groups homepage, and Facebook), through listings in community newspapers and LGBT Community Centre resources, through the distribution of RHN promotional material, through the use of a sign-up sheet at events and conferences, and through the active encouragement of word-of-mouth promotion.

Prospective members of RHN are screened for membership using a Pre-Signup Information Request (which makes reference to the obligations of membership). This screening email is applied without exception for all persons who apply to join the network via the web, but not as stringently applied for those persons who attended an LGBT friendly event and applied to join RHN by indicating on the RHN sign-in sheet that they wish to join the network.

If a person who applies to join the RHN network listserv via the Web fails to reply to the RHN Pre-Signup Information Request after three sends of the message, the application to join the RHN listserv is allowed to lapse. Ongoing membership is subject to the conditions described in the Netiquette Guidelines.

### **2. Conditions and procedures for the termination of membership**

Conditions:

- Continuing violation of Netiquette Guidelines, Members' Guidelines, or Anti-Racism, Access and Equity Policy after attempts have been made to resolve conflicts.
- if someone is not working in the best interest of the committee or network
- If agreement cannot be reached to work together with other RHN members in ways that the network works towards goals decided in committee and by the network, not by individuals.

Procedure:

- Steering Committee must act in a timely manner.
- The process should respect the dignity and confidentiality of all members and the impacted individuals.
- Decisions should be based on clear criteria, as set out above, not emotions or personal bias.
- Decisions must be made in a spirit that is respectful and avoids judgment.

## 7) PROCEDURES FOR CALLING AND CONDUCTING ANNUAL, REGULAR AND SPECIAL MEETINGS

- All meetings are announced via the listserv at least two weeks before the scheduled date.
- The fiscal year is from September 1 to August 31 with the Annual General Meeting in September or October.

## 11) CONDITIONS FOR EMPLOYMENT AND TERMINATION OF STAFF AND THEIR STATUS WITHIN THE ORGANIZATION

- RHN is a volunteer organization and has no regular staff. If there is funding to hire staff, they are hired as independent contractors and are required to sign a contract.

## 12) LOGO/LETTERHEAD:

See Website [www.rainbowhealthnetwork.ca](http://www.rainbowhealthnetwork.ca) Letterhead should be available to committee chairs, coordinators, and steering committee. The various committees should approve the use of the letterhead and the steering committee should be made aware when a letter goes out.

## 13) WEBSITE:

Designated Steering Committee members will be responsible for updating the website. Materials prepared by RHN may be sold over the website, with proceeds going to RHN.

## 14) AMENDMENTS TO THE PROCEDURES

The RHN policies and procedures shall be reviewed annually from the date of approval. They may be altered to meet the current needs of RHN, by agreement of the majority of Steering Committee members (50% plus 1). Notice of changes to the policies and procedures will be sent to the membership (listserv) prior to the AGM, to be approved and adopted by the membership at the AGM.

Approval Date: November 2009